

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant (OA)					
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	<table border="1"> <tr> <th colspan="2">APPRAISAL PERIOD</th> </tr> <tr> <td>5. START DATE 10/1</td> <td>6. END DATE 9/30</td> </tr> </table>	APPRAISAL PERIOD		5. START DATE 10/1	6. END DATE 9/30
APPRAISAL PERIOD							
5. START DATE 10/1	6. END DATE 9/30						

7. PERFORMANCE ELEMENT				
No.	1	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	X	CRITICAL
				NONCRITICAL

Program Support

Alignment Statement: This element relates to and supports objectives in the 2006-2011 ARS Strategic Plan, as the work performed contributes to the effective management of the use of taxpayer dollars and to ensure that all funds spent are accounted for properly. The established performance standards reflect the specific results, outcomes, and/or accomplishments expected.

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
--

Updates, maintains, and monitors information in ARIS in accordance with area and local policy and procedures so that the RL has accurate information on which to base decisions and the Unit meets agency reporting requirements.

Information is entered into ARIS accurately and within agreed upon timeframes: AD-416/417 research projects (new, revisions, corrections, updates, expirations); post doc applications; foreign travel documents including trip reports. Errors are few and inadvertent, not indicative of lack of knowledge or a pattern of carelessness. Accurately prepares fund transfers and authorizations to apply for and use funds from outside sources and monitors status as required.

Enters a variety of agreements including but not limited to Specific Cooperative Agreements, Research Support Agreements, Trusts, and Non-Funded Cooperative Agreements into the Agreement Information Management System and submits within established timeframes to next level of approval. Monitors agreements, grants, CRADAs and pulls monthly RSA reports for ADODRs for review, and acts timely and appropriate on discrepancies or submits to the AO for resolution.

Tracks due date for annual reports and follows up with Unit staff to receive information needed to complete the reports. Assists the Research Leader with the preparation of annual reports.

Maintains a manuscript file for the unit documenting that all reviews and clearances have been met. Ensure assigned periodic reviews of the ARS-115 records are performed for the Unit to identify missing information and timely request the information from the SYs.

Monitors research projects due for replacement, extension, termination, and submission to OSQR to ensure target dates are met.

Independently or at the request of the RL performs CRIS searches and other ARS database and information searches to present Unit with new information. Performs internet searches for RL for general information to incorporate into reports and presentations.

Specific Goal(s):

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

11. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN (Signatures certify discussion with the employee and receipt of plan which reflects current position description.)

Employee's Signature		Date
Supervisor's Name (<i>Print</i>)	Supervisor's Signature	Date
Reviewer's Name (<i>Print</i>)	Reviewer's Signature	Date

12. PROGRESS REVIEWS (at least one must be completed)

Employee's Initials and Date				Supervisor's Initials and Date			

Check appropriate copy designation below.

☐ ORIGINAL-OFFICIAL PERSONNEL FOLDER/EMPLOYEE PERFORMANCE FILE COPY ☐ EMPLOYEE COPY ☐ SUPERVISOR'S COPY ☐ AGENCY USE

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant (OA)					
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	<table border="1"> <tr> <th colspan="2">APPRAISAL PERIOD</th> </tr> <tr> <td>5. START DATE 10/1</td> <td>6. END DATE 9/30</td> </tr> </table>	APPRAISAL PERIOD		5. START DATE 10/1	6. END DATE 9/30
APPRAISAL PERIOD							
5. START DATE 10/1	6. END DATE 9/30						
7. PERFORMANCE ELEMENT							
No.	2	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL				

Resource Management

Alignment Statement: This element relates to and supports objectives in the 2006-2011 ARS Strategic Plan and the 2008-2009 AFM Strategic Plan and specifically, the AFM Initiative to Improve Financial Management. The work performed contributes to the effective management of the use of taxpayer dollars and to ensure that all funds spent are accounted for properly. The established performance standards reflect the specific results, outcomes, and/or accomplishments expected.

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
--

Maintains records, information, and tracks expenditures, in support of the RL's responsibility as fund holder and accountable property holder.

Monitors status of funds (SOF) reports for accuracy, correct CRIS accountability, and unit charged as required. Reviews Salary Allocation Management System (SAMS) reports for correct personnel information. Works openly and in a collaborative manner with the Administrative Officer/Financial Technician to resolve discrepancies.

Compiles data for ARMPS process. Projects equipment costs, extramural agreements, travel, services, supplies, and materials, and prepares initial draft of the ARMP on a quarterly basis. (This may be a performance requirement of the AO depending on Location structure and preference).

Monitors Unit CATS reports and enters travel, training, and purchase card purchases within governing authorities.

Monitors spending to assist the RL in ensuring that budget obligations are not over spent per the Anti-Deficiency Act. (This may be a performance requirement of the AO depending on Location structure and preference).

Makes purchases using government approved purchase card with applicable micro-purchase limit and enters into accounting system (CATS) using proper accounting codes and budget object codes. Reconciles purchases within established guidelines.

Specific Goal(s):

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant (OA)	
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	APPRAISAL PERIOD
		5. START DATE 10/1	6. END DATE 9/30
7. PERFORMANCE ELEMENT			
No.	3	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	
		X	CRITICAL
			NONCRITICAL

Administrative Services

Alignment Statement: This element relates to and supports objectives in the 2006-2011 ARS Strategic Plan and the 2008-2009 AFM Strategic Plan, specifically, the AFM Initiative to Improve Financial Management as the work performed contributes to the effective management of the use of taxpayer dollars and to ensure that all funds spent are accounted for properly. The established performance standards reflect the specific results, outcomes, and/or accomplishments expected.

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Administrative services are provided in a courteous, proficient and appropriate manner to the unit to ensure smooth operations. Learns and uses applicable information systems in carrying out administrative work; provides technically sound advice and guidance on the use of the systems to Unit personnel as needed. Develops forms and templates for use within the Unit, for consistent gathering of information and to streamline internal processes.

Correspondence, action items and report due dates are tracked and responses/reports are accurately and timely prepared; events are tracked and scheduled. Files are maintained within established agency guidelines and for ease of use and retrieval of information.

Reservations for travel are appropriately placed in the agency travel system; informs travelers in a timely manner on allowances and requirements. Accurately prepares authorizations and vouchers in GovTrip obtaining approval for outside funds or foreign travel as needed by Area/Agency. Understands the process to ensure CBA is appropriately used and outside persons are in NFC database for payment of travel.

Prepares paperwork associated with personnel actions accurately and in a timely manner (i.e. SF-52, AD-332, AD-581 lump sum payment, AD435P, etc). Ensures that performance plans and IDPs are put in place for all Unit employees; tracks mid-year and final appraisal reviews.

Coordinates and processes manuscripts using correct structure and format for scientific journals.

Effectively plans, organizes, and prioritizes work to accommodate changing demands and timelines. Independently develops workflow methods and procedures to determine the work to be accomplished and to set priorities. Meets assigned deadlines, or if requires an extension, gives reasonable advance notice and justification. Ensures timely and responsive service to Unit staff.

Ensures that all necessary documentation is accurate and complete, and actions are compliant with law, regulation, or policy and supported at higher levels. Independently keeps abreast of new regulations/procedures and technologies and applies them to work assignments. Work products are thorough and well organized.

Specific Goal(s):

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant (OA)					
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	<table border="1"> <tr> <th colspan="2">APPRAISAL PERIOD</th> </tr> <tr> <td>5. START DATE 10/1</td> <td>6. END DATE 9/30</td> </tr> </table>	APPRAISAL PERIOD		5. START DATE 10/1	6. END DATE 9/30
APPRAISAL PERIOD							
5. START DATE 10/1	6. END DATE 9/30						
7. PERFORMANCE ELEMENT							
No.	4	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>CRITICAL</td> <td><input type="checkbox"/></td> <td>NONCRITICAL</td> </tr> </table>	<input checked="" type="checkbox"/>	CRITICAL	<input type="checkbox"/>	NONCRITICAL
<input checked="" type="checkbox"/>	CRITICAL	<input type="checkbox"/>	NONCRITICAL				

Communication, Customer Service, and EEO/CR

Alignment Statement: This element relates to and supports objectives in the 2006-2011 ARS Strategic Plan and the 2008-2009 AFM Strategic Plan, specifically, Management Initiative #3 to Develop a Model Equal Employment Opportunity (EEO) Program. The work performed contributes and supports the Research Leader to meet the specific goals of the Initiative and to maintain an open environment that promotes an awareness and support of Equal Employment Opportunity/Civil Rights principles are essential to providing employees and serviced customers with fairness, cooperation, and respect in the performance of official business. The established performance standards reflect the specific results, outcomes, and/or accomplishments expected.

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Administrative policies and protocols are effectively communicated to members of the Unit, cooperators, and customers. As liaison between RL and Unit staff, facilitates communication regarding requests, work products, and requirements. Maintains effective line of communication with other ARS and Non-ARS administrative and program offices. Keeps supervisor informed and maintain confidentiality as appropriate.

Serves as primary point-of-contact for the Unit. Screens calls and visitors and answers most questions independently within given guidelines. Develops/uses Unit calendar to keep all members informed of due dates, deadlines, etc.

Schedules conferences and meetings, including arranging logistics, preparing agenda, and notifying participants. Participates in Unit reviews and workshops; keeps managers and scientists informed of upcoming reviews.

Demonstrates a level of interpersonal skill sufficient to develop and maintain productive work relationships. Exhibits professionalism and overall good judgment in the conduct of daily assignments. Demonstrates effective interpersonal skills through the following:

- Positive and constructive working relationships are developed and consistently maintained with colleagues and customers;
- Positive attitude and manners in telephone and face-to-face contacts; and
- Exercises good judgment and tact in interactions with stakeholders, visitors, coworkers, and contractors.

Responds to customer requests for public information (i.e. publications, etc.) in a thorough and timely manner. (As applicable, depending upon Location).

Participates as a team member in support of Administrative Office, Location and Area goals and objectives in support of the research mission.

Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official business. Through personal action, demonstrates an awareness and support of Equal Employment Opportunity/Civil Rights principles and policies in accomplishing assigned duties. Ensures written and oral communications are free of discriminatory bias. Refrains from making and discourages inappropriate comments, jokes, gestures, etc. regarding an individual's race, religion, color, age, sex, national origin, disability, or marital status when on duty or representing the Agency in any capacity. Displays a helpful attitude and willingness to assist all persons to become a part of the workforce. Reviews and adheres to the Agency/Departmental policy on the prevention of sexual harassment in the work place. Makes arrangements for reasonable accommodation.

If applicable: performs supervisory duties in a fair and unbiased manner; this includes recruitment and hiring, training opportunities, performance requirements and appraisal, rewarding performance, and taking disciplinary or remedial action on performance or conduct. Holds employees supervised accountable for quantity and quality of work assigned to them.

Specific Goal(s):

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant (OA)					
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	<table border="1"> <tr> <th colspan="2">APPRAISAL PERIOD</th> </tr> <tr> <td>5. START DATE 10/1</td> <td>6. END DATE 9/30</td> </tr> </table>	APPRAISAL PERIOD		5. START DATE 10/1	6. END DATE 9/30
APPRAISAL PERIOD							
5. START DATE 10/1	6. END DATE 9/30						
7. PERFORMANCE ELEMENT							
No.	5	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.) <table border="1"> <tr> <td>CRITICAL</td> <td><input checked="" type="checkbox"/></td> <td>NONCRITICAL</td> </tr> </table>		CRITICAL	<input checked="" type="checkbox"/>	NONCRITICAL	
CRITICAL	<input checked="" type="checkbox"/>	NONCRITICAL					

Special Projects or Assignments

Alignment Statement: This element relates to and supports objectives in the 2006-2011 ARS Strategic Plan and the 2008-2009 AFM Strategic Plan, specifically, the AFM Initiative to Improve Financial Management as the work performed contributes to the effective management of the use of taxpayer dollars and to ensure that all funds spent are accounted for properly. The established performance standards reflect the specific results, outcomes, and/or accomplishments expected.

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
--

Special projects are accepted willingly and completed on time. Final work products are thorough, comprehensive, clear and the products are developed using technical competence, and demonstrates being well thought-out. Written work requires little modification. Normal assignments are not seriously affected as a result of the additional workload. Participate fully in team or group task i.e. (attend all meetings, participate in the discussion, complete any assignments).

Specific Goal(s):

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

(12-86)

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant				
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	APPRAISAL PERIOD			
			5. START DATE 10/1	6. END DATE 9/30		
7. PERFORMANCE ELEMENT						
No.	<input type="checkbox"/>	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input type="checkbox"/>	CRITICAL	<input type="checkbox"/>	NONCRITICAL

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
--

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

(12-86)

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant		
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	APPRAISAL PERIOD	
			5. START DATE 10/1	6. END DATE 9/30
7. PERFORMANCE ELEMENT				
No.		(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		
			CRITICAL	NONCRITICAL

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
--

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)			

(12-86)

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.)		2. POSITION TITLE Program Support Assistant	
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-0303-07	APPRAISAL PERIOD
		5. START DATE 10/1	6. END DATE 9/30
7. PERFORMANCE ELEMENT			
No.	<input type="text"/>	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input type="text"/> CRITICAL <input type="text"/> NONCRITICAL

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)

Exceeds	Fully Successful	Does Not Meet
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)